

**NEW RICHMOND POLICE AND FIRE COMMISSION**  
February 16, 2016 Meeting Minutes

**1. CALL TO ORDER**

The meeting was called to order at 5:30 PM.

**2. ROLL CALL**

Present:

Mark Samelstad	msamelstad@newrichmondwi.gov
Pat Becker	becker41@frontiernet.net
Mike Montello	mmontello@bernardsnt.com
Don Schoenherr	dkschoenherr@gmail.com
Wendy Dadez (arrived late)	wdadez@hotmail.com
Lieutenant Craig Yehlik	cyehtik@newrichmondwi.gov
Mike Darrow	mdarrow@newrichmondwi.gov
Kari Kraft	kkraft@newrichmondwi.gov

Copy To:

Fred Horne	mayorfred@frontier.com
Patty VanVynckt	pvanvynckt@newrichmondwi.gov
Nicole Friendt	nrfireoffice@frontiernet.net
James VanderWyst	nrfire@frontiernet.net
David Levi	dhlevi1@frontier.com

**3. ADOPTION OF AGENDA**

A motion was made by Pat Becker and seconded by Don Schoenher to adopt the Agenda as presented. The motion passed.

**4. POLICE CHIEF'S RETIREMENT LETTER**

Effective April 1, 2016, Chief Mark Samelstad is retiring. A motion was made by Mike Montello and seconded by Pat Becker to accept the Chief's resignation. The motion passed.

**5. SERGEANT PROMOTION PROCESS**

There are two candidates for the Sergeant's Position. Both will be given the written test on Wednesday, February 17, 2016. Upon completion of the written tests, the tests are sent to Standard and Associates in Chicago for scoring ; the scores are then returned to Chief Mark Samelstad. The first interview, before a panel, is scheduled for March 4, 2016. The interview panel consists of 3 outside agency officers and a community member, Patrick Olson. The final interview is scheduled for March 8, 2016 and is held with Chief Samelstad and Lieutenant Craig Yehlik. Approval of the applicant for the new sergeants position will be conducted at the March Police & Fire Commission Meeting.

**6. DETECTIVE PROMOTION PROCESS and HIRING**

**ADDITIONAL 3RD DETECTIVE POSITION**

Chief Mark Samelstad advised that the Council approved hiring a third detective in the Police Department's budget this year. After months of discussion, Chief Samelstad and Lieutenant Craig Yehlik thought that it would be most beneficial to have this third detective be a full-time drug detective. This position will be posted on Tuesday, February 23, 2016 with the written test scheduled for March 3, 2016. Oral interviews are scheduled for March 15, 2016. The interview panel will consist of two outside agency command staff and one community member (a business owner or leader). The third step is an interview with Chief Samelstad and Lieutenant Craig Yehlik.

There was discussion about making this position an LT (Limited Term) position, offered to existing NRPD patrol officers as a two year assignment with the option of a third year. Currently, Chief Samelstad and Lieutenant Craig Yehlik are working with the Union to fine-tune the details.

Lieutenant Craig Yehlik advised that the drug detective position would be a "focused" investigator position, strictly consisting of drug work, thus freeing up the other two investigators to focus on other cases. He continued to say that drug investigation is very time consuming, is kind of its own animal, and it needs to be acted on right away. The burn out rate in drug work is incredible. The divorce rate in drug work is incredible. It is a very demanding position. Having this as a limited term position would allow for this individual to be trained in drug work and then be able to bring these skills to the streets when returning to the position of patrol officer. This person would be the main contact for the St. Croix Valley Drug Task Force (and would be a member). This would include attending meetings, tracking confidential informants, cultivating drug information, and maintaining files. This individual would wear plain clothes (following standard grooming procedures). This position could also work with the Crime Suppression Unit on high risk warrant arrests, blanket enforcement, cultivating drug information, and will be active in and around the City. There was also discussion of having this position work all of the prescription drug/fraud cases. There are a lot of things that this individual could specialize in. Lieutenant Craig Yehlik provided a brief overview of this training. Chief Samelstad and Lieutenant Craig Yehlik believe that the specialized training for this position is literally weeks; this person can be active quickly and will continue to take additional classes while on the job.

Chief Samelstad and Lieutenant Craig Yehlik are not 100% in agreement when it comes to the hours of this position. There was talk about the hours being 1) Tuesday thru Saturday from 1-9 PM; 2) Monday thru Friday with more "standard business hours" and the ability to flex the hours; or 3) having a rotating schedule. The Police Department is currently in discussion with the Union about this matter. The Union is reviewing the proposed hours and will be providing the results of their vote next Monday (February 22nd).

#### **CURRENT OPEN DETECTIVE POSITION**

There was discussion about the Detective Position that Craig Yehlik recently vacated. Mike Montello voiced concern about getting this Detective Position filled as soon as possible. Chief Samelstad stated that he is working on this posting.

#### **7. PATROL OFFICER ELIGIBILITY LIST APPLICATIONS/DATE OF TESTING**

Chief Samelstad advised that the posting for Patrol Officer has been completed and will be open until the end of this month. To date, there are 10 viable applicants. The testing date is set for March 12, 2016 at the High School. Currently, the New Richmond Police Department is at full-staff for patrol officers. This posting is to start the eligibility list.

#### **8. HIRING NEW CHIEF OF POLICE/ANNOUNCEMENT OF JOB POSTING**

The City of New Richmond (Mike Darrow and Kari Kraft) and the Police and Fire Commission had an open discussion about what procedures, qualifications, information needs to be gathered to put together a posting for this position, how far reaching the search should be (locally, regionally, nationally), and what the interview process could look like. It was discussed that if the posting went out in the middle of March, and was open for 30 days, that it could take close to 4 months to get this position filled.

Chief Samelstad advised that he will make a recommendation to an Interim Police Chief at the next meeting.

The City of New Richmond will provide the Police and Fire Commission with some suggested questions/options/procedures for the hiring process for this position. Mike Darrow posed the question, "How involved does the Commission want the City to be in this process?"

The Fire Commission posed the question, "What are the logistics from a Human Resources standpoint to fill this position with an Interim Chief and then a Permanent Chief?"

The City of New Richmond (Mike Darrow and Kari Kraft) were invited to attend the next Police & Fire Commission Meeting.

**9. COMMUNICATION and MISCELLANEOUS**

**FOLLOW-UP AT NEXT COMMISSION MEETING**

Review and Approval of the Commission Meeting Minutes - January 13, 2016

Review and Approval of the Commission Meeting Minutes - February 16, 2016

Chief Samelstad's Recommendation for Interim Police Chief

Timing for Hiring a New Police Chief

City of New Richmond's Research Findings

**10. ADJOURNMENT**

A motion was made by Pat Becker and seconded by Wendy Dadez to adjourn the meeting at 6:58 PM. The motion carried.

**11. NEXT MEETING**

The next Police and Fire Commission meeting has been scheduled for Tuesday, February 23, 2016 at 6:00 PM at the New Richmond Fire Department.